

CONFIDENTIAL

20 MAR 1955

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Revision of Regulations to Prohibit Certain Types of Personnel Transfers Prior to Approval of Personnel Actions

REFERENCE: Memorandum from this Office to Chief, Audit Staff dated 20 March 1956,
Concerning a Review of Salary Overpayments

1. The following paragraph is quoted from a recent Audit Staff memorandum concerning certain types of salary overpayments.

"b. In three cases staff employees were placed on the payroll of the cover company by the operating division prior to approval of the personnel actions and without notifying the Finance Division. As a result the employees continued to receive their full pay from headquarters in addition to their cover pay. The case officer stated that due to the immediate need for these employees by the cover company he could not hold up their transfer until the personnel actions could be processed. Consideration should be given to providing in the regulations that the Finance Division be notified in advance in those cases where, because of an emergency, it becomes necessary to transfer an employee to a cover company prior to approval of the personnel action."

2. In our reply to Chief, Audit Staff (paragraph 2 of reference), we expressed a reservation as to the advisability of revising the regulations to provide for notification to Finance Division of a circumstance which in itself seemed to be inconsistent with the intent of existing regulations. Inasmuch, however, as we have not been able to determine that existing regulations specifically state that Agency personnel shall not be placed on the payroll of a cover company prior to the approval of personnel actions, we believe it may be desirable to amend the applicable regulations to so provide.

3. We shall appreciate your giving consideration to this matter, and if you concur that the regulation should be amended, we shall appreciate having you initiate the necessary amendment.

E. J. BRONDERIS

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FOR NO. 28-03578A FOR NO. 6 FILE NO. 8 DOC. NO. 1 NO CHANGE
IN CLASS. CLASSIFIED BY: TS S C REF. JUST-22
NEXT REV. 01/10 276380 04217 TYPE DOC. 02
NO. P38 / CHG. ON DATE. 01/32 ORG CLASS S
REV CLASS S REV COORD. AUTH: NR 702

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